

CONFIDENTIAL

Weekly Report for Week Ending 28 September 1959

FROM  
ARCHIVES and RECORDS CENTER

1. Contributions

a. Tangible

- (1) Three offices transferred 64 cubic feet of inactive records to the Records Center.
- (2) A total of 32 cubic feet of records were removed from the disposal area and burned. This leaves an accumulation of 702 cubic feet in the area.
- (3) Reference service items totaling 3,781 were forwarded to various offices and agencies.

b. Intangible

- (1) A total of 84 cubic feet of records were placed in the disposal area, and 71 cubic feet were transferred out of the Records Center.

2. Assignments

a. Active

- (1) None

b. Inactive

- (1) Consolidation of three sets of information reports into one Record Set - (no one available to assign to the project)
- (2) Physical consolidation of VM and Records Center

Being held up pending the receipt of written concurrence from Office of Security.

- (3) Physical inventory of records holdings

Awaiting the completion of inventory sheets by the interim-assignment pool.

3. News

Mr. Williamson, GSI representative for janitorial services, made a survey of the Records Center. He indicated that when they take over (approx. 1 Dec 1959) he will assign two janitors to this building on a full-time basis. He also stated that one of the janitors would spend eight man hours per week burning records.

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